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<b>STARS USER MANUAL.....</b>	<b>1</b>
<b>INTERAGENCY BILLING FORM (IAB) INSTRUCTIONS.....</b>	<b>1</b>
<b>INTRODUCTION .....</b>	<b>1</b>
<b>WHERE TO SEND THE FORM IAB.....</b>	<b>1</b>
<b>IAB (INTERAGENCY BILLING) DATA ENTRY INSTRUCTIONS .....</b>	<b>2</b>

# STARS USER MANUAL

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## INTERAGENCY BILLING FORM (IAB) INSTRUCTIONS

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### INTRODUCTION

You typically enter Interagency Billings using Batch Type 4, though you can also use a Batch Type 5. The billing agency establishes the Due From transaction regardless of whether the paying agency is going to pay the expenditure immediately.

Both the billing agency and paying agency can use the IAB form to record the interagency billing and subsequent payment. On the IAB form, the paying agency will use transaction codes 240 or 241 to make the payment of the Due To. These TCs record expenditures and create a STARS-generated payment of cash from the paying agency to the billing agency. STARS does not produce a warrant, but generates a TC 170 to post the payment to the billing agency's document on the Document File.

### WHERE TO SEND THE FORM IAB

Billing Agency - After completing Section A and B of the form, send the form to the paying agency. The billing agency may also complete some elements in Section C.

Paying Agency – After complete Section C, an authorized signatory should approve and date the form verifying that the data is accurate. The paying agency should use one of the following procedures:

- If a paying agency enters and pre-processes their expenditures, the form will remain in the agency and used to process the transaction.
- If a paying agency enters their own expenditures, but does not pre-process them, they should complete the form and forward it to the State Controller's Office for processing. The agency should retain a copy.
- If a paying agency does not enter or pre-process their expenditures, they should forward the form to the State Controller's Office for processing. The agency should retain a copy.

State Controller's Office:

E-mail: [dsahelpline@sco.idaho.gov](mailto:dsahelpline@sco.idaho.gov)

Fax: 334-3415

State Controller's Office, Division of Statewide Accounting (DSA)

4th Floor, Joe R. Williams Building P.O. Box 83720 Boise, ID 83720-0011

State Controller's Office - If a paying agency forwards the form to SCO for processing, SCO will retain the form until the batch processes through STARS. They will then return the form to the agency.

## IAB (INTERAGENCY BILLING) DATA ENTRY INSTRUCTIONS

**SECTION A – (BILLING AGENCY)** - this section should be completed by the billing agency:

<u>Data Element</u>	<u>Description</u>
BILLING AGENCY NAME	Enter the billing agency's name.
AGENCY CODE	Enter the three-digit agency code of the billing agency.
DOCUMENT DATE	Enter the six-digit document date (MMDDYY). This is a required field on the TC 130 transaction as the DOCUMENT DATE. STARS uses this date for aging reports.
CURRENT DOCUMENT #	Enter the eight-character current document number. This will be the document number that will post to the Document File. (This is used as the first portion of the invoice number for the paying agency.)
SFX	Enter the two-digit numeric document suffix number. This will also become part of the document number on the Document File. (This is used as the last portion of the invoice number for the paying agency.)
TC/RVS	Enter the three-digit transaction code. If the transaction code should be a reversal, enter "R" in the RVS field. The normal transaction code used in this field is the TC 130.
INDEX/PCA	Enter the billing agency's four-digit Index code or the five-digit PCA. This will depend on whether your agency is Index-driven or PCA-driven.
SEC AGY	Enter the second agency involved in this billing. This is the agency code of the agency you are billing.
SUBSIDIARY	Enter the seven-digit subsidiary code found under general ledger account 1502 (Due From) for the agency you are billing. We recommend you use the agency number you are billing followed by four zeros unless instructed otherwise. STARS will post this subsidiary number to the Subsidiary File for tracking purposes.

<u>Data Element</u>	<u>Description</u>
REV SUBOBJ	Enter the four-digit revenue subobject that identifies the type of revenue classification. You may also use a two-digit revenue subobject detail code if your agency has established an agency-specific detail. Detail is optional.
AMOUNT	Enter the transaction's entire billing amount. This should match the TOTAL field in Section B.
INVOICE DESCRIPTION	Enter a description, up to thirty characters, that identifies the type of bill.

**SECTION B – THIS SECTION CONTAINS THE DESCRIPTION AND PRICE OF MATERIALS AND SERVICES SUPPLIED** – *this section should be completed by the billing agency:*

<u>Data Element</u>	<u>Description</u>
DESCRIPTION	Enter a description of the goods or services provided. Include units, quantity, and unit price. (You are not required to enter this on-line).
AMOUNT	Enter the total amount of each line item described (EXAMPLE: If you were selling four chairs at \$100 a chair, this amount would be \$400.00.)
TOTAL	The total amount of all line item amounts. This should match the AMOUNT field in Section A.

**SECTION C – (PAYING AGENCY)** - this section should be completed by the paying agency unless the billing agency wishes to provide some of this information:

<u>Data Element</u>	<u>Description</u>
PAYING AGENCY NAME	Enter the paying agency's name.
AGENCY CODE	Enter the three-digit agency code of the paying agency.
DATE	Enter the six-digit date (MMDDYY). Usually the date you are paying the document.
CURRENT DOCUMENT #	Enter the eight-character current document number that identifies the document chosen by the paying agency.
SFX	Enter the two-digit current document suffix.

<b>Data Element</b>	<b>Description</b>
TC/RVS	Enter the three-digit transaction code. If the transaction code should be a reversal, enter the "R" for the RVS field. The normal transaction code used in this field is the TC 240 or TC 241.
INDEX/PCA	Enter the paying agency's four-digit Index code or the five-digit PCA. This will depend on whether your agency is Index-driven or PCA-driven.
SEC AGY	Enter the three-digit agency code of the billing agency. STARS uses the SEC AGY field to allow liquidation of the Due From and the transfer in of cash from the paying agency. This is a required field. There is an automatic match to be sure this matches the billing agency on the Document File.
SUBSIDIARY	Enter the seven digit subsidiary code found under general ledger 2202 (Due To) for the agency you are paying. We recommend using the agency number you are paying followed by four zeros, unless instructed otherwise. Since the TC 240 and TC 241 end up netting to zero for the 2202 subsidiary, it does not necessarily matter if you have a correct subsidiary. You could even use your own agency number with four zeros.
EXP SUBOBJ	Enter the four-digit expenditure subobject that identifies the type of expenditure classification. You may also use a two-digit expenditure subobject detail code if your agency has established an agency-specific detail. Detail is optional.
AMOUNT	Enter the transaction amount. If you are splitting the bill to various Indexes, PCAs, Grants, etc., you may have multiple lines.
PROP#/COMP	Enter up to a ten-character alpha/numeric property number if your expenditure subobject falls in the 6000 (Capital Outlay) range. Also, enter a two-digit component number in this field. STARS uses this number in the automated update to the Fixed Asset System (FAS).
INVOICE #	Enter the billing agency's ten-character current document and document suffix, with <i>no spaces</i> between the numbers, from Section A. This allows STARS to complete the liquidation of the Due From for the billing agency. The invoice number field is required once you have entered the second agency field. STARS checks this combination for a match on the Document File before allowing the TC 240 or TC 241 to process. If you are paying two interagency billings, you should do them on separate transactions, since the Invoice Number will be different.

<b>Data Element</b>	<b>Description</b>
VENDOR # / SFX	Enter the vendor number, nine characters plus a two-digit suffix. This should be the billing agency's vendor number. STARS uses this number to post to the Vendor Payment File. If you find you have processed a transaction to the wrong vendor number, you can do a 240R that looks identical to the original 240 then do a 240 with the correct vendor number. This will move the payment to the correct vendor number in the Vendor Payment File.
G = GRANT/PH P = PROJECT/PH	If not already looked up by a PCA or Index, you can manually enter a six-character grant with a two-alphanumeric character grant phase and/or a six-character project with a two-alphanumeric character project phase. In order to distinguish to data entry personnel whether the number is a grant or project use the "G=" or "P=" before the numbers. (EXAMPLE: To use grant number IABSCO/99, enter G=IABSCO/99 in this field.)
TOTAL	Total all of the amount fields. If you are splitting the bill to various Indexes, PCAs, Grants, etc., you may have multiple lines to total. To pay the billing in full, this total should match the AMOUNT field in Section A and the TOTAL field in Section B.
AUTHORIZED SIGNATURE / DATE	An authorized signatory of the paying agency should sign and date the form. It indicates all information on the form is valid for payment.